

### BRIEFING OUTLINE

1. MISSION: The Director of Training is responsible for the coordination, technical supervision, review, and support of all Agency training activities. [REDACTED]

25X1A

2. FUNCTIONS:

- a. Ascertain Organization training requirements and develop, review, and coordinate plans, policies, standards, and programs designed to meet such requirements.
- b. Develop and direct, within Office of Training installations, training activities related to:
  - (1) operational skills and techniques;
  - (2) production of national intelligence;
  - (3) area and language;
  - (4) executive, managerial, and supervisory skills;
  - (5) clerical and administrative skills;
  - (6) methods and techniques of instruction;
  - (7) indoctrination and orientation
  - (8) other, as required

STATINTL

[REDACTED]

d. Planning, for training needs (facilities, personnel, budget, materiel, etc.).

e. Production of training publications.

f. Training support for operations.

g. Provide for participation in external training, as provided by Public Law.

STATINTL

[REDACTED]

i. Provide psychological services (assessment, testing and evaluation, etc.).

j. JOTP

k. Establish training standards.

l. Liaison with other Government training programs (cite examples).

3. **PHILOSOPHY:** The Office of Training is in every sense a service organization for all offices. Its basic purpose is to improve the capability of personnel to serve the Organization. All new personnel must be considered laymen in the field of intelligence, no matter what their professional and substantive qualifications. They must be taught new knowledge, new concepts, and new skills and techniques, by means of which their particular competence may be related to the field of intelligence.

4. **FORMULATION OF TRAINING REQUIREMENTS:**

- a. Formal requests (usually preceded by liaison).
- b. Informal liaison.
- c. Experience and information (statistics).

5. **ORGANIZATION:** (discuss in detail as to major functions). See Chart.

a. Office of Director of Training

- b. **Schools:**
- (1) Intelligence
  - (2) Operations
  - (3) International Communism
  - (4) Language and Area

- c. **Staffs:**
- (1) Support
  - (2) Plans and Policy
  - (3) Assessment and Evaluation
  - (4) Registrar

- d. Junior Officer Training Program (previously discussed on 9 November 1959).

**6. SOME PROBLEM AREAS:**

- a. Personnel: instructor training; rotation.**
- b. Area training.**
- c. Language training - time factor.**
- d. Doctrine - operational security v. training.**
- e. How much training, and when?**

